

AGENDA

Contracting Officer's Representative Refresher

This five-day training is meant for experienced CORs and other students who have previously completed a COR certification or comparable 40-hour training course. The course provides students with a review of COR duties and responsibilities. The course emphasizes enhancement of skills in contract preparation, formation, and administration through discussion and participation in exercises by applying lessons learned in NPI, Inc.'s COR Training course, experience gained in contract administration, and best practices. Students participate in group role-playing exercises and present their findings and solutions. Attendance at this course provides the participant with 40 credit hours and 40 continuous learning points (CLP).

Day 1

Welcome, Instructor Introduction

Administrative Items

Student Introductions

Course Objectives

Topic 1: Market Research

- Introduction
- Market Research
- Benefits of Market Research
- Market Research Requirements
- The Market Research Team
- Market Research Timing
- Market Research Techniques
- Conducting Market Research—Questions to Ask
- The Market Research Report
- Example Market Research Report
- Exercise
- Review Quiz

Topic 2: Requirements Document

- Introduction
- The Requirements Document
- Purpose of Requirements Documents
- Planning and Preparation of the Requirements Document
- The Solicitation

- Exercises (1 and 2)
- Review Quiz

Day 2

Topic 3: Best Value—Proposal Evaluation

- Introduction
- Best Value Acquisition
- Developing Evaluation Factors
- Competitive Negotiation Approaches
- Simplified Acquisition Procedures
- Orders Under Multiple-Award Contracts
- Developing Rating Systems
- The Technical Evaluation Panel
- Exercises (1, 2, and 3)

Day 3

Topic 3: Best Value—Proposal Evaluation (cont.)

- Continuation of Exercise 3 (if needed)
- Making Preaward, Award, and Post-Award Notifications
- Selected Decisions from the Comptroller General
- Exercise (4)
- Review Quiz

Topic 4: Post-Award Orientation and Contracting Officer's Representative Work Plan

- Introduction
- The Post-Award Orientation
- The Contracting Officer's Technical Representative Work Plan
- Exercises (1 or 1 alternate, 2 or 2 alternate)
- Review Quiz

Day 4

Topic 5: Inspection and Monitoring Work

- Introduction
- Quality Management
- Purpose and Extent of Inspection
- Contract Quality Requirements
- Principles Related to Inspection
- Exercises (1 and 2)

- Review Quiz

Topic 6: Invoice and Payment

- Introduction
- The Role of Payment
- Commercial Item Contracts
- Service and Supply Contracts—Noncommercial
- Construction Contracts—Noncommercial
- Other Payment Clauses
- Prompt Payment
- Payment Problems
- Exercise
- Review Quiz

Day 5

Topic 7: Remedies

- Introduction
- Issues, Clauses, and Remedies
- Various Contract Changes Clauses
- Exercises (1 and 2)
- Review Quiz

Topic 8: Performance Evaluation and Contract Closeout

- Introduction
- Past Performance
- Contract Closeout
- Exercises (1, 2, and 3)
- Review Quiz

Course Review, Questions/Answers, Evaluations

Final Exam

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